

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

PHYSICIST MANAGER

JOB DESCRIPTION

Employees in this job direct the work of professional physicists involved in the inspection and regulation of facilities producing ionizing radiation. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations, as needed. The work requires knowledge of physics, policies, procedures, and regulations pertaining to radiation emissions control, and personnel policies and procedures.

There are two classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Physicist Manager-3

Physicist Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Physicist Manager 4

Physicist Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

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Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Oversees and participates in studies, examinations, and investigations of radiation uses in industry, medicine, educational institutions, and professional offices to determine compliance with radiation emissions standards.

Directs and coordinates studies in laboratories and other facilities using radioactive isotopes.

Consults with professional and technical personnel on structural changes, shielding factors, and other engineering and scientific factors for facility construction and equipment use as it relates to radiation exposure of patients, occupational workers, and the public.

Prepares technical reports for facilities following compliance investigations.

Consults with administrative, technical, and professional personnel regarding radiation protection matters, answers inquiries regarding radiation hazards, safety procedures, and regulatory requirements.

Directs and coordinates studies and procedures relating to licensing and regulation.

Supervises the operation and periodic calibration of radiation monitoring equipment.

Maintains statistical compliance data.

Coordinates and conducts decontamination procedures in incidents involving radiological contamination.

May serve as a member of radiation emergency response team.

Makes presentations to professional and technical groups to promote radiation safety and encourage compliance with radiation regulations.

Reviews and abstracts technical literature related to the work.

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Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the principles of physics, including light, optics, color, electricity and electrical measures.

Thorough knowledge of mathematics and the principles of chemistry.

Thorough knowledge of atomic and nuclear physics.

Thorough knowledge of radiation measuring devices.

Thorough knowledge of local, state, and federal regulations associated with the work.

Thorough knowledge of laboratory equipment and techniques used in physical, psychophysical, and radiocounting measurements.

Considerable knowledge of training and supervisory techniques.

Considerable knowledge of personnel policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to direct the set up and use of laboratory equipment.

Ability to meet and discuss technical matters with other professionals.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require an employee to risk sustaining illness and injury from the exposure to radioactive materials or contamination.

Physical Requirements

None.

Education

Possession of a bachelor's degree in physics.

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Experience

Physicist Manager 14

Five years of experience equivalent to a physicist in state service, including either three years equivalent to a Physicist P11.

OR

Two years equivalent to a Physicist 12.

OR

One year equivalent to a Physicist Specialist 13.

Physicist Manager 15

Six years of experience equivalent to a physicist in state service, including either three years of experience equivalent to a Physicist 12.

OR

Two years of experience equivalent to a Physicist Specialist 13.

OR

One year of experience equivalent to a Physicist Manager 14.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PHYSICMGR

Job Code Description

Physicist Manager

Position Title

Physicist Manager-3

Physicist Manager-4

Position Code

PHYIMGR3

PHYIMGR4

Pay Schedule

NERE-113

NERE-114